



news and information
for employees of the
City of Saint Paul

November 1, 2002

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City Update

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City Update is published bi-weekly
by the Citizen Service Office.
Submission deadline is noon,
Tuesday, one week before payday.

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Martha's Closet clothing drive is November 7th

Ladies, here is a great opportunity to rid your closet of clothes that no longer fit, are no longer liked or worn, and give them to women who truly need a wardrobe for job interviewing, but cannot afford one.

Martha's Closet is a program sponsored by Central Presbyterian Church, to assist women moving off welfare and into the workplace. Again this year, "career clothes," accessories and cash for this year's fall and winter needs will be collected on Thursday, November 7th.

Clothes you donate should be suitable for work. And they should be "in season." No jeans, T-shirts or formals, please. Clothes should also be clean (washed/ironed or dry cleaned) and delivered on hangers. Larger sizes are in greatest demand, but all sizes are welcome. Accesso-

ries in good repair, like shoes, jewelry, scarves, belts and purses, are welcome too.

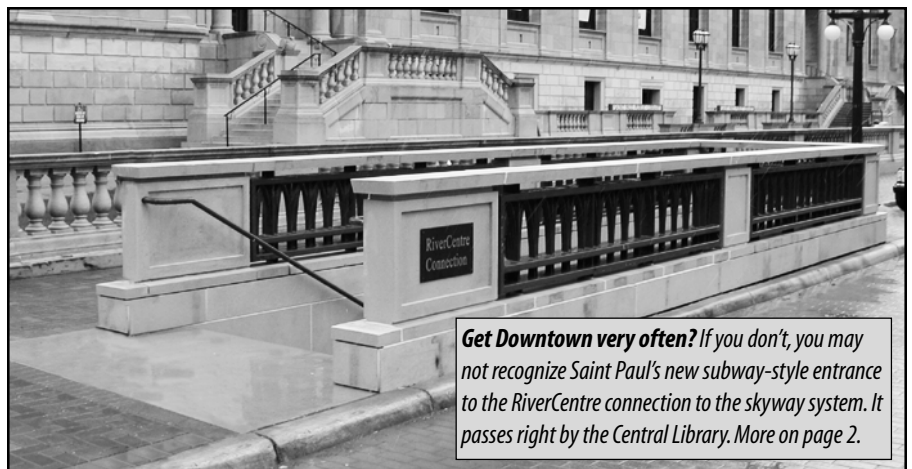
Martha's Closet also needs cash donations to help buy other items needed to complete a wardrobe for job interviewing. Checks should be payable to "Central Presbyterian Church/Martha's Closet."

Clothes and checks may be dropped off in Room 150 City Hall Annex (off the first floor lobby) on November 7th, at the following times ONLY: 7:30 a.m. to 8:30 a.m.; 11:30 a.m. to 1:00 p.m.; and 4:00 p.m. to 4:30 p.m.

Donations may also be taken directly to Central Presbyterian Church at 500 Cedar Street between 9:00 a.m. and 3:30 p.m. the same day. Receipts for the donated clothing will be given at both locations.

If you have any questions, or if you would like to volunteer to help with the clothing drive, please call Lisa Falk at 651-266-6117.

So bring in those clothes you never wear anymore, and help make someone's day.



Get Downtown very often? If you don't, you may not recognize Saint Paul's new subway-style entrance to the RiverCentre connection to the skyway system. It passes right by the Central Library. More on page 2.

www.ci.stpaul.mn.us

Places to go. Things to do.

ilovesaintpaul.com

Flu shots are free

The City's Risk Management Division is working with HealthPartners again this year to provide free flu shots for all City employees, including those without HealthPartners insurance.

If you are allergic to eggs, allergic to latex, allergic to Thimerosal (found in some contact lens solutions), are in the first three months of pregnancy or are trying to conceive, have had a severe reaction to a flu shot in the past, or have a moderate to severe illness, you will need to see your personal physician to get a flu shot.

Most people have little or no reaction to the vaccine; no live virus is

used, so you can't get the flu from the flu shot. Since new strains of the flu virus are always appearing, some people do get the flu even after getting a shot. However, those people generally have a milder case than those who do not receive a vaccination.

The City has scheduled flu shots for City employees on the following dates/times:

Nov. 20, 12:00 noon–4:30 p.m.

Dale Street Garage - 2nd Floor

891 N Dale

Please attend by division group at your assigned time:

Noon–1:30 p.m., Street Mtce

1:30 to 3:00 p.m., Sewer Mtce/Muni Eqpt

3:00 p.m. to 4:30 p.m., Traffic Ops

Nov. 21, 9:00 a.m. to 3:00 p.m.

City Hall - Room 41

15 W Kellogg Blvd

Please attend alphabetically by last name at the assigned times:

9:00 a.m. to 11:00 a.m. A - I

11:00 a.m. to 1:00 p.m. J - R

1:00 p.m. to 3:00 p.m. S - Z

November 22, 11:00 a.m. to 2:00 p.m.

Hamline Yard - 2nd Floor

289 N Hamline

Important: Be sure to wear a short-sleeve shirt, or a loose top with sleeves that can be rolled up to your shoulders. You will need to stay in the building for 15 minutes following the flu shot to ensure you have no reaction.

PED employee Margot Fehrenbacher adds a finishing touch to the new tunnel connecting RiverCentre and the Central Library to the skyway system. Employees in City Hall or the Annex can take the skyway across St. Peter to the Landmark Towers, the Qwest building, and then stairs or an elevator down to the tunnel.



City job openings as of November 1st, 2002

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
Open	ECC Telecommunicator	\$1,417.26 bi-weekly	See Job Ann
Open	IS Info/Tech Analyst IV	\$1,821.08 bi-weekly	See Job Ann
Open	Life Guard	\$8.20 per hr	See Job Ann
11/05/02	Property Clerk	\$1,061.64 bi-weekly	See Job Ann
12/27/02	Ski Instructor I (seasonal/temporary)	\$7.50 per hr	See Job Ann
Open	Senior Pool Attendant	\$9.79 per hr	See Job Ann
Open	Swimming Pool Supervisor	\$11.37 per hr	See Job Ann
Open	Water Safety Instructor	\$8.72 per hr	See Job Ann

** This is a walk-in-examination. Do not submit a job application before the test.

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: 651-266-6500 or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after October 1st, please call our 24-hour job line, 651-266-6502.